



Consultative Services

for North Carolina Employers



Cherie K. Berry
Commissioner

Bureau of Consultative Services

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Safety and Health Consultation Program

North Carolina workplaces have a wide variety of potential problems related to employee safety and health. Occupational injuries and illnesses are one of the state's most serious concerns.

The N.C. Department of Labor has a program to assist employers, especially those in smaller businesses, to reach their goal of achieving a safe and healthful workplace for their employees. Experienced professional safety, industrial hygiene and ergonomics consultants will identify safety and health hazards in your business or industry, supply recommendations to reduce or eliminate these hazards, and assess your safety and health management program. Our goal is to help your business meet current OSHNC job safety and health regulations and develop an ongoing, effective safety and health management program. We will provide you with confidential, comprehensive written reports containing our findings and recommendations.

How It Works

A Free Service to North Carolina Employers

The Division of Occupational Safety and Health, Bureau of Consultative Services, is available to provide assistance to both private and public sector employers. **In the private sector, consultation is limited to employers that control 500 or fewer employees nationwide.** The primary focus of consultation is to provide assistance to the small business employer. In the public sector, priority is given to smaller municipal, county and state agencies. Further priority is given to small employers with hazardous operations or in high hazard industries.

Services provided are **free of charge** to businesses. Although the Bureau of Consultative Services is part of the Division of Occupational Safety and Health, **consultation records are separate and confidential from compliance.**

Some of the Services We Provide:

- ★ Full-service on-site safety and health surveys, or specific surveys tailored to your request

- ★ Technical assistance
- ★ Safety and health program assessment and assistance
- ★ Ergonomics evaluation and assistance
- ★ Air sampling and analysis
- ★ Noise measurements
- ★ Recognition/exemption programs

Employer Obligation

The employer's obligation in accepting these services is to correct all hazards identified by the consultant within a reasonable period. This commitment is made in advance. The employer must also agree to post the list of hazards that accompanies the consultant's report. If an employer refuses to correct or verify correction of a serious hazard, the bureau chief may refer the matter to compliance, a rare occurrence in this program.

How Do We Start?

The Consultation Process

Step 1: Request

You start the process. Contact us in person or by faxing or mailing in the request form in this brochure. If you have any questions, please feel free to telephone us to discuss what service would be most useful to your business.

An employer may request a facility-wide (full-service) safety and health survey or a specific safety and/or health survey limited to only one or more issues.

Step 2: On-Site Visit

The consultant will call to arrange a convenient date and time to conduct the on-site assessment. The visit includes an opening conference with top management, followed by a walk-through assessment of the facility to identify safety and/or health hazards and evaluate work practices. The consultant will need to confer with a reasonable number of employees and, in unionized workplaces, an employee representative must be afforded an opportunity to participate in the walkaround, plus the opening and closing confer-

ences. Employee and employer training can be conducted or arranged for later if necessary. Written programs are reviewed, and a safety and health assessment is conducted. The consultant may provide some sample programs that can be useful. The visit concludes with a closing conference to discuss findings and recommendations. If hazards are identified, the employer and the consultant set and agree on a date for correction.

Step 3: Evaluation and Report

Following the visit, all collected information is evaluated and research is conducted. This may include laboratory analysis if air samples were taken. A report detailing findings, recommendations, agreements and ways to improve your safety and health management program is prepared and forwarded to you. The consultant is available at any time to assist you further if necessary.

Step 4: Correction of Hazards

The report will itemize and discuss any hazards found during the visit. Our program requires the employer to correct all hazards identified and provide the consultant with written confirmation of hazard correction on or before the agreed upon correction due date. If an employer is unable to correct a hazard by the date specified, an extension may be requested.

Step 5: Follow-Up

In some instances, a return visit may be necessary. For example, the consultant may need to remonitor air quality or verify that hazards have been properly corrected.



*For faster service, call
(919) 807-2899 or fax us
at (919) 807-2902.*

Note:

Health surveys concentrate on issues such as exposure to air contaminants, ventilation, noise measurements and controls, hazardous chemicals, ergonomics, respirators, bloodborne pathogens, and hazard communication. **Safety surveys** address such issues as walking/working surfaces, machine guarding, electrical hazards, fire protec-

tion, means of egress, mechanical equipment, protective equipment, power tools, housekeeping, and sanitation. All surveys will include assistance and information to develop a successful safety and health management system.

Recognition Programs

Safety and Health Achievement and Recognition Programs (SHARP)

Employers that successfully complete all the requirements of a **full-service** safety and health consultation *may be eligible* for deferral from corresponding routine compliance inspections. Employers in general industry may apply for recognition in (Safety and Health Achievement Recognition Program **SHARP**). Employers receive a certificate of recognition and an exemption from programmed compliance inspections, which can be renewed for consecutive years. For more information on **SHARP**, talk to your consultant or call our office today.

Safety Awards Program

The Safety Awards Program provides recognition for employers who have achieved and maintained a good safety record. **Gold** and **silver** awards are earned by employers whose incidence rate for lost workday cases is at least 50 percent below that for firms in the same industry group statewide, with no fatalities.



Gold Award Criteria—This award level is based on the lost workday case rate. Lost workday cases are cases of work-related injury or illness that involve days away from work **and/or restricted workdays**.

Silver Award Criteria—This award level is based on the cases with days away from work rate. These are recorded when a worker missed at least one full day of work, not including the day of injury.

Million-Hour Safety Awards—Million-hour safety awards are given to firms that accumulate 1 million employee hours with no case of injury or illness involving days away from work. Subsequent awards are given for each additional 1 million safe employee hours. Million-hour awards are presented during local, annual award banquet cere-

monies throughout the state. Special arrangements can be made to present million-hour awards to the firm at its place of business at any time during the year. Send for a brochure and application.

Carolina Star Programs

Fly the flag that symbolizes that your company has one of the best safety and health programs in the country. For the best of the best, North Carolina offers three Carolina Star Programs:



Carolina Star—Recognizes worksites that are self-sufficient in their ability to control hazards at the worksite.

Rising Star—Recognizes worksites that have good safety and health programs but must take additional steps to reach Carolina Star quality.

Building Star—Recognizes construction worksites that have Carolina Star quality safety and health programs but require demonstration of approaches that differ from current Carolina Star requirements.

For more information regarding Star programs or to obtain an application package, visit our Web site at www.nclabor.com/osha/star/star.htm or call our offices today.



The Bottom Line

- ★ Safe and healthful working conditions
- ★ Reduced absenteeism and turnover
- ★ Reduced employee complaints to OSHNC Compliance
- ★ Avoidance of costly OSHNC fines for conditions identified by consultation
- ★ More efficient operations
- ★ Increased productivity
- ★ Improved employee morale
- ★ Lower Insurance Rates
- ★ Recognition/exemption

Summary

The Consultation Program will:

- ★ Provide free on-site consultation services at your request and consent.
- ★ Help you recognize safety and health hazards.
- ★ Assist you with your safety and health management program.
- ★ Provide technical assistance.
- ★ Answer your general questions about OSHNC Compliance.
- ★ Provide employee/employer training.
- ★ Assist you in qualifying for recognition/exemption programs.

The Consultation Program will not:

- ★ Issue citations or propose penalties for violations of OSHNC standards.
- ★ Guarantee that any workplace will be free from all OSHNC violations.

(In FY2002, the onsite consultation program is authorized \$1,088,000 in federal funding, which represents a 75 percent share of the costs.)



Request for Free Safety and Health Consultation

Complete this form in full and mail to:

Consultative Services Bureau, NCDOL, 4 W. Edenton St., Raleigh, NC 27601-1020, or fax to (919) 807-2902

Name of company/employer: _____
(PLEASE USE THE LEGAL NAME)

Site address: _____
(STREET ADDRESS, CITY, STATE, ZIP)

Mailing address: _____
(STREET ADDRESS, CITY, STATE, ZIP)

Person to contact: _____ Job title: _____

Telephone number: _____ Ext.: _____ Fax number: _____

E-mail address: _____

Type of business and description of process: _____

Standard Industrial Classification (SIC#) NAICS: _____

Number of employees:

_____ At your establishment/worksite
_____ Controlled by your company nationwide
_____ In area you want surveyed, if a limited scope survey request

Unemployment Insurance # _____
(Required)

Type of Request (please read carefully):

Full Service

☐ Both Safety and Health On-Site Surveys: **ON-SITE SURVEYS BY BOTH SAFETY AND HEALTH CONSULTANTS.**

Limited Service

☐ Safety Visit Only/**Please specify SAFETY issue**
(Machine Guarding, PPE, Electrical Hazards, etc.)

☐ Health Visit Only/**Please specify HEALTH issue**
(Noise, Air Contaminants, Ventilation, Respirators, Ergonomics, etc.)

Briefly Describe Purpose of Visit/Area you want surveyed

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Recognition Programs (Participants may receive a deferral/exemption from general scheduled compliance inspections.)

- ☐ Safety and Health Achievement Recognition Program (SHARP) Information
- ☐ Safety Awards Program Information (No Deferral/exemption)
- ☐ Carolina Star/Rising Star Program Information
- ☐ Building Star Program Information (Construction)

How did you hear about us: ☐ Consultant Promotion (Consultant's name: _____)
☐ Mailing ☐ Business Associate ☐ Other: _____

I am authorized to request that the N.C. Department of Labor, Bureau of Consultative Services, conduct a consultative survey of my company. I understand that this service is free of charge and it does not increase the probability that my company will receive an inspection from the Bureau of Compliance. Following each survey, a written report of the consultant's findings will be provided. I understand that the company is obligated to correct any hazards observed by the consultant within the agreed upon time, to post the list of hazards found, and to allow the consultant to confer with employees.

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

DATE

(PRINT or TYPE NAME)

JOB TITLE

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